



**General
Government**

2017

FUNDING BY PROGRAM AREA

RECOMMEND

GENERAL GOVERNMENT

General Government

City Council	\$179,792
Mayor	13,060
Community Support	83,500
City Manager	400,900
Human Resources	75,001
Civil Service	64,861
Law	488,781
Financial Administration	470,259
Income Tax Administration	568,372
Service Administration	561,954
Engineering	313,737
Adjunct Facilities	23,770
Miscellaneous and Sundry	314,250
New Facility	50,000
Information Technology	197,682

SUBTOTAL	3,805,919
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Basic Utility Services

Human Resources Support	58,058
Financial Admin. Support	445,358
Service Admin. Support	945,700
Engineering Admin. Support	749,885
IT Support	31,152

SUBTOTAL	2,230,153
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TOTAL	\$6,036,072
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Department:
General Government

Division:
City Council

Fund:
General

Account No:
001-570-701

Resource Summary	2015	2016	2017
Expenditure Categories	Actual	Budget	Recommend
Personnel Services	\$ 163,771	\$ 170,088	\$ 146,659
Operation and Maintenance	17,986	25,733	33,133
Capital Outlay	0	0	
Total	<u>\$ 181,757</u>	<u>\$ 195,821</u>	<u>\$ 179,792</u>
Total Positions	10	10	10
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Funding by Source			
General	\$ 181,757	\$ 195,821	\$ 179,792
Total	<u>\$ 181,757</u>	<u>\$ 195,821</u>	<u>\$ 179,792</u>

Program Description:

The City Council serves as the legislative and policy-making body for the City of Kent. Proposed policies are considered by one of five standing committees and are officially adopted by the Council. The Clerk of Council, appointed by and reporting to City Council, is included in this cost center and is the full time professional responsible for maintaining the City's official record of all Council activities along with numerous other related duties.

Program Comments:

The 2017 recommended operation and maintenance budget reflects an increase of \$7400.00 or 28.76%, as compared to the 2016 budget. The largest part of this increase, \$4,500, is to fund an electronic archiving project to convert and preserve old paper based documents to electronic format. The remainder of the increase is primarily to support professional development and credentialing for the Clerk of Council and to fund increases in maintenance of the online Codified Ordinances by Walter Drane Company.

Department:
General Government

Division:
City Council

Fund:
General

Account No:
001-570-701-

Line Description	2015 Actual	2016 Budget	2017 Recommend
7001 Employee - Regular Salaries	\$ 129,578	\$ 133,550	\$ 113,000
7004 Retirement (PERS)	18,141	18,697	15,820
7005 Medicare	1,864	1,937	1,639
7006 Health Insurance	13,050	13,500	13,900
7008 Overtime	0	0	0
7009 Unemployment & Workers' Comp	1,138	2,404	2,300
Total Personnel Services	\$ 163,771	\$ 170,088	\$ 146,659
7210 Travel & Training	\$ 49	\$ 4,500	\$ 6,500
7320 Communications/Postage	2,680	4,000	3,500
7330 Rents and Leases			
7340 Professional Services	5,114	5,000	6,000
7350 Maintenance of Equipment & Facility	585	1,500	1,500
7360 Insurance & Bonding	285	333	333
7370 Printing, Photocopy, Advertising	3,384	3,000	3,000
7390 Misc. Contractual Service	5,506	6,000	10,900
7410 Office Supplies	78	600	600
7420 Operating Materials	305	700	700
7440 Small Tools/Minor Equipment	0	100	100
Total Operation & Maintenance	\$ 17,986	\$ 25,733	\$ 33,133
7630 Equipment Items > \$2,500	\$	\$ 0	\$ 0
Total Capital Outlay	\$ 0	\$ 0	\$ 0
Total	\$ 181,757	\$ 195,821	\$ 179,792

Department:
General Government

Division:
Mayor

Fund:
General

Account No:
001-570-702

Resource Summary Expenditure Categories	2015 Actual	2016 Budget	2017 Recommend
Personnel Services	\$ 7,682	\$ 7,739	\$ 7,760
Operation and Maintenance	3,008	4,450	5,300
Capital Outlay			
Total	<u>\$ 10,690</u>	<u>\$ 12,189</u>	<u>\$ 13,060</u>
Total Positions	1	1	1
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Funding by Source			
General	\$ 10,690	\$ 12,189	\$ 13,060
Total	<u>\$ 10,690</u>	<u>\$ 12,189</u>	<u>\$ 13,060</u>

Program Description:

This budget division is used to account for the expenditures relating to the office of the Mayor. The Mayor is elected by the voters and serves in a ceremonial capacity. This position also serves as President of Council and convenes all regular Council meetings, Council committee meetings, public hearings, Council work sessions, and special meetings of Kent's governing board.

Program Comments:

The 2017 recommended operation and maintenance budget reflects an increase of \$850.00 or 19.10%, as compared to the 2016 budget.

Department:
General Government

Division Fund:
Mayor General

Account No:
001-570-702-

Line Description	2015 Actual	2016 Budget	2017 Recommend
7001 Employee - Regular Salaries	\$ 6,600	\$ 6,600	\$ 6,600
7004 Retirement (PERS)	924	924	924
7005 Medicare	96	96	96
7006 Health Insurance	0	0	0
7008 Overtime	0	0	0
7009 Unemployment & Workers' Comp	62	119	140
Total Personnel Services	\$ 7,682	\$ 7,739	\$ 7,760
7210 Travel & Training	\$ 34	\$ 2,000	\$ 2,300
7320 Communications/Postage	1,704	1350	1800
7330 Rents and Leases	0	0	
7340 Professional Services	0	0	
7370 Printing, Photocopy, Advertising	378	200	300
7390 Misc. Contractual Service	107	100	100
7410 Office Supplies	0	200	200
7420 Operating Materials	785	600	600
7440 Small Tools/Minor Equipment			
Total Operation & Maintenance	\$ 3,008	\$ 4,450	\$ 5,300
7630 Equipment Items > \$2,500	\$ 0	\$ 0	\$ 0
Total Capital Outlay	\$ 0	\$ 0	\$ 0
Total	\$ 10,690	\$ 12,189	\$ 13,060

Department:
General Government

Division:
Community Support

Fund:
General

Account No:
001-570-703

Resource Summary Expenditure Categories	2015 Actual	2016 Budget	2017 Recommend
Personnel Services	\$ 0	\$ 0	\$
Operation and Maintenance	72,983	70,500	83,500
Capital Outlay			
Total	<u>\$ 72,983</u>	<u>\$ 70,500</u>	<u>\$ 83,500</u>
Total Positions	0	0	0
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Funding by Source			
General	\$ 72,983	\$ 70,500	\$ 83,500
Total	<u>\$ 72,983</u>	<u>\$ 70,500</u>	<u>\$ 83,500</u>

Program Description:

This cost center has been created to account for City Council's support of activities, events and programs for the general benefit of the community. This cost center includes, but is not limited to: funds for a downtown festival, maintenance of the City's website, and funds for unexpected requests that come before Council.

Program Comments:

The 2017 recommended operation and maintenance budget of \$83,500 reflects an increase of \$13,000 or 18.4% compared to the 2016 budget. The budgeted expenses consist of the following: \$15,000 for community wide economic development promotional grants; \$12,000 for a downtown festival (increased \$2,000 by KCC in 2016); \$8,000 for City's agreed portion of bike share program (new in 2016 for 3 year period per MOU); \$1,000 to support and maintain the City's website and \$500 for fuel expense. This budget cost center also includes \$47,000 for the required sharing of bed tax with the Convention and Visitor's Bureau. The City Council initiated increases of \$5,000 for community wide economic development promotional grants in the original 2016 budget and then \$2,000 for the Heritage Festival as an amendment to the 2016 budget; both of these have been retained in the 2017 budget. The expense line for Bed Tax is being increased once again by \$3,000 to meet the City's required share of increased revenues being collected primarily from the KSU Hotel and Convention Center. This share is now paid to Destination Kent, but prior to 2016 it was remitted to the Kent Convention and Visitor's Bureau.

Department:
General Government

Division:
Community Support

Fund:
General

Account No:
001-570-703-

Line Description	2015 Actual	2016 Budget	2017 Recommend
7280 Vehicle Fuel	\$ 0	\$ 500	\$ 500
7390 Misc. Contractual Service	32,665	26,000	36,000
7420 Operating Materials	0	0	
7780 Bed Tax Shared	40,318	44,000	47,000
Total Operation & Maintenance	\$ 72,983	\$ 70,500	\$ 83,500
7630 Equipment Items > \$2,500	\$ 0	\$ 0	0
Total Capital Outlay	\$ 0	\$ 0	0
Total	\$ 72,983	\$ 70,500	\$ 83,500

Department:
General Government

Division:
City Manager

Fund:
General

Account No:
001-570-704

Resource Summary	2015	2016	2017
Expenditure Categories	Actual	Budget	Recommend
Personnel Services	\$ 295,026	\$ 277,133	\$ 334,826
Operation and Maintenance	45,721	50,633	62,133
Capital Outlay			
Total	<u>\$ 340,747</u>	<u>\$ 327,766</u>	<u>\$ 396,959</u>
Total Positions	2	2	2
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Funding by Source			
General	\$ 340,747	\$ 327,766	\$ 396,959
Total	<u>\$ 340,747</u>	<u>\$ 327,766</u>	<u>\$ 396,959</u>

Program Description:

The City Manager is the Chief Executive Officer for the City organization serving the residents, businesses and students of the Kent community. The City Manager's Office provides centralized direction and leadership for the effective administration and operations of all municipal services for the City as directed by the City Council and serves as the focal point for the management of the City staff. The City Manager's Office is responsible for leading the City's organizational priorities in adherence with the policy goals and objectives established by the City Council while employing such managerial techniques as needed to assure efficient and effective utilization of the City's resources.

Program Comments:

The 2017 recommended operation and maintenance budget reflects an increase of \$7,900.00 or 14.57% compared to the 2016 budget. This increase is reflected in the miscellaneous contractual services line to cover increased membership dues including the Council approved increase to the Kent Area Chamber of Commerce.

Department: General Government	Division: City Manager	Fund: General	Account No: 001-570-704-
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Line Description	2015 Actual	2016 Budget	2017 Recommend
7001 Employee - Regular Salaries	\$ 234,093	\$ 209,958	\$ 261,400
7004 Retirement (PERS)	29,553	29,439	36,638
7005 Medicare	3,416	3,050	3,795
7006 Health Insurance	26,100	27,000	27,800
7008 Overtime	0	300	300
7009 Unemployment & Workers' Comp	1,864	3,786	5,234
7250 Auto Allowance	3,600	3,600	3,600
Total Personnel Services	\$ 298,626	\$ 277,133	\$ 338,767
7210 Travel & Training	\$ 28	\$ 700	\$ 700
7320 Communications/Postage	5,895	8,000	8,000
7340 Professional Services	1,888	4,800	4,300
7350 Maintenance of Equipment & Facility	3,657	3,300	3,800
7360 Insurance & Bonding	285	333	333
7370 Printing, Photocopy, Advertising	690	1,600	1,600
7390 Misc. Contractual Service	27,000	30,000	41,500
7410 Office Supplies	698	1,000	1,000
7420 Operating Materials	1,447	500	500
7440 Small Tools/Minor Equipment	533	400	400
Total Operation & Maintenance	\$ 42,121	\$ 50,633	\$ 62,133
7630 Equipment Items > \$2,500	\$ 0	\$ 0	\$ 0
Total Capital Outlay	\$ 0	\$ 0	\$ 0
Total	\$ 340,747	\$ 327,766	\$ 400,900

Department:
General Government

Division:
Human Resources

Fund:
General et al

Account No:
001-570-705

Resource Summary	2015	2016	2017
Expenditure Categories	Actual	Budget	Recommend
Personnel Services	\$ 107,660	\$ 110,228	\$ 116,116
Operation and Maintenance	12,604	16,143	16,943
Capital Outlay	0		
Total	<u>\$ 120,264</u>	<u>\$ 126,371</u>	<u>\$ 133,059</u>
Total Positions	1	1	1
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Funding by Source			
General	\$ 66,434	\$ 71,257	\$ 75,001
Water	26,915	27,557	29,029
Sewer	26,915	27,557	29,029
Total	<u>\$ 120,264</u>	<u>\$ 126,371</u>	<u>\$ 133,059</u>

Program Description:

This division facilitates the tracking of expenditures related to the Human Resources Manager and the specific programs and services provided through this office. This division accounts for the administration of the employee health care plan, the Employee Assistance Program (EAP), the drug and alcohol testing program (DOT), pre-employment hiring activities, serves as the administration's liaison to the Civil Service Commission, and monitors compliance with equal employment opportunity policies, the family medical leave requirements, sexual harassment regulation, accommodating disabled workers under the Americans with Disabilities Act (ADA), the Fair Labor Standards Act (FLSA), workplace safety standards under OSHA, annual filing of the EEOC report, and Public Records law as it pertains to personnel files. Additionally, there is continuously evolving state and federal case law being promulgated which constantly changes labor and employment requirements affecting public sector employers. The Human Resources Manager also coordinates employment related disputes, including all grievances and disciplinary actions as well as representing the City administration involving matters directly associated with collective bargaining agreements and other union matters. This position receives half of its funding allocation from the general fund while the other half is evenly divided among the water and sewer funds.

Program Comments:

The 2017 recommended operation and maintenance budget reflects an increase of \$800.00 or 5.0% compared to the 2016 budget.

Department:
General Government

Division: Human Resources
Fund: General et al

Account No:
001-570-705-

Line Description	2015 Actual	2016 Budget	2017 Recommend
7001 Employee - Regular Salaries	\$ 81,416	\$ 82,488	\$ 87,024
7004 Retirement (PERS)	11,352	11,552	12,184
7005 Medicare	1,152	1,200	1,264
7006 Health Insurance	13,049	13,500	13,900
7009 Unemployment & Workers' Comp	691	1,488	1,744
Total Personnel Services	\$ 107,660	\$ 110,228	\$ 116,116
7210 Travel & Training	\$ 386	\$ 1,300	\$ 1,300
7320 Communications/Postage	601	800	800
7340 Professional Services	8,685	9,500	9,500
7350 Maint of Equip & Facility	443	0	800
7360 Insurance & Bonding	285	333	333
7370 Printing, Photocopy, Advertising	0	100	100
7390 Misc. Contractual Service	1,751	3,200	3,200
7410 Office Supplies	242	200	200
7420 Operating Materials	211	410	410
7440 Small Tools/Minor Equipment		300	300
Total Operation & Maintenance	\$ 12,604	\$ 16,143	\$ 16,943
7630 Equipment Items > \$2,500	\$ 0	\$ 0	\$ 0
Total Capital Outlay	\$ 0	\$ 0	\$ 0
Total	\$ 120,264	\$ 126,371	\$ 133,059

Department:
General Government

Division: Human Resources
Fund: General et al

Account No:
001-570-705-

Line Description	General	Water	Sewer	2017 Total
7001 Employee - Regular Salaries	\$ 43,512	\$ 21,756	\$ 21,756	\$ 87,024
7004 Retirement (PERS)	6,092	3,046	3,046	12,184
7005 Medicare	632	316	316	1,264
7006 Health Insurance	6,950	3,475	3,475	13,900
7009 Unemployment & Workers' Comp	872	436	436	1,744
				0
Total Personnel Services	\$ 58,058	\$ 29,029	\$ 29,029	\$ 116,116
7210 Travel & Training	\$ 1,300	\$	\$	\$ 1,300
7320 Communications/Postage	800			800
7340 Professional Services	9,500			9,500
7350 Maint of Equip & Facility	800			800
7360 Insurance & Bonding	333			333
7370 Printing, Photocopy, Advertising	100			100
7390 Misc. Contractual Service	3,200			3,200
7410 Office Supplies	200			200
7420 Operating Materials	410			410
7440 Small Tools/Minor Equipment	300			300
Total Operation & Maintenance	\$ 16,943	\$ 0	\$ 0	\$ 16,943
7630 Equipment Items > \$2,500	\$ 0	\$ 0	\$ 0	\$ 0
Total Capital Outlay	\$ 0	\$ 0	\$ 0	\$ 0
Total	\$ 75,001	\$ 29,029	\$ 29,029	\$ 133,059

Department:
General Government

Division:
Civil Service

Fund:
General

Account No:
001-570-706

Resource Summary	2015	2016	2017
Expenditure Categories	Actual	Budget	Recommend
Personnel Services	\$ 14,522	\$ 27,945	\$ 27,978
Operation and Maintenance	52,312	30,983	36,883
Capital Outlay	0		
Total	<u>\$ 66,834</u>	<u>\$ 58,928</u>	<u>\$ 64,861</u>
Total Positions	4	4	4
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Funding by Source			
General	\$ 66,834	\$ 58,928	\$ 64,861
Total	<u>\$ 66,834</u>	<u>\$ 58,928</u>	<u>\$ 64,861</u>

Program Description:

The Civil Service Commission prescribes, amends and enforces rules for the classification of positions in the civil service of the City government and the Kent City School District. These rules include matters such as examinations, resignations, appointments, promotions, removals, transfers, layoffs, suspensions, reductions and reinstatements. The Civil Service Commission exercises all other powers and performs all other duties as prescribed by Chapter 124.40 of the Ohio Revised Code.

Program Comments:

The 2017 recommended operation and maintenance budget reflects an increase of \$5,900.00 or 19.04 % , as compared to the 2016 budget. Increase primarily reflects additional testing and advertising expenses required to fill vacated positions.

Department:
General Government

Division:
Civil Service

Fund:
General

Account No:
001-570-706-

Line Description	2015 Actual	2016 Budget	2017 Recommend
7001 Employee - Regular Salaries	\$ 12,446	\$ 23,138	23,820
7004 Retirement (PERS)	1,742	3,240	3,335
7005 Medicare	180	336	346
7006 Health Insurance	0	0	0
7005 Overtime	0	800	0
7009 Unemployment & Workers' Comp	154	431	477
Total Personnel Services	\$ 14,522	\$ 27,945	27,978
7210 Travel & Training	\$	\$ 200	100
7320 Communications/Postage	1,574	1,200	1,200
7330 Rents and Leases	346	400	
7340 Professional Services	35,164	23,000	27,000
7350 Maintenance of Equipment & Facility	1,218	2,000	2,000
7360 Insurance & Bonding	285	333	333
7370 Printing, Photocopy, Advertising	12,496	2,500	4,000
7390 Misc. Contractual Service	27	150	150
7410 Office Supplies	0	100	500
7420 Operating Materials	1,202	1,000	1,500
7440 Small Tools/Minor Equipment	0	100	100
Total Operation & Maintenance	\$ 52,312	\$ 30,983	36,883
7630 Equipment Items > \$2,500	\$ 0	\$ 0	0
Total Capital Outlay	\$ 0	\$ 0	0
Total	\$ 66,834	\$ 58,928	64,861

Department:
General Government

Division:
Law

Fund:
General

Account No:
001-570-707

Resource Summary Expenditure Categories	2015 Actual	2016 Budget	2017 Recommend
Personnel Services	\$ 309,935	\$ 315,941	\$ 334,536
Operation and Maintenance	139,953	115,270	154,245
Capital Outlay	0		
Total	<u>\$ 449,888</u>	<u>\$ 431,211</u>	<u>\$ 488,781</u>
Total Positions	4	4	4
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Funding by Source General	\$ 449,888	\$ 431,211	\$ 488,781
Total	<u>\$ 449,888</u>	<u>\$ 431,211</u>	<u>\$ 488,781</u>

Program Description:

The Law Department serves as the City's primary legal counsel for matters pending before City Council, all boards and commissions and all administrative matters with the various departments in the City, including the Parks and Recreation and Health Departments.

The Law Department prosecutes all misdemeanor cases filed pursuant to the ordinances of the City of Kent and assists the Kent Police Department in other cases where such assistance is deemed necessary.

The Law Department is ultimately responsible for enforcing all actions brought under the City's health, building, zoning and other regulatory codes, and facilitates the collection of water, sewer, ambulance and other general credit matters. The department also is ultimately responsible for defending the City in all actions brought against the City.

Program Comments:

The 2017 recommended operation and maintenance budget reflects an increase of \$38,975.00 or 33.81% as compared to the 2016 budget. The amount required in the professional service line is dependent upon the level of specialized litigation required and may increase or decrease as the need for outside counsel fluctuates.

Department:	Division:	Fund:	Account No:
General Government	Law	General	001-570-707-

Line Description	2015 Actual	2016 Budget	2017 Recommend
7001 Employee - Regular Salaries	\$ 245,059	\$ 246,170	\$ 261,162
7004 Retirement (PERS)	33,180	34,464	36,563
7005 Medicare	3,517	3,570	3,787
7006 Health Insurance	26,100	27,000	27,800
7008 Overtime	0	300	0
7009 Unemployment & Workers' Comp	2,079	4,437	5,224
Total Personnel Services	\$ 309,935	\$ 315,941	\$ 334,536
7210 Travel & Training	\$ 679	\$ 1,500	\$ 700
7320 Communications/Postage	3,169	3,000	3,200
7340 Professional Services	126,180	97,900	140,000
7350 Maintenance of Equipment & Facility	777	0	780
7360 Insurance & Bonding	571	665	665
7370 Printing, Photocopy, Advertising	104	1,000	100
7390 Misc. Contractual Service	6,134	6,500	6,200
7410 Office Supplies	361	800	400
7420 Operating Materials	1,859	3,000	2,000
7440 Small Tools/Minor Equipment	119	905	200
Total Operation & Maintenance	\$ 139,953	\$ 115,270	\$ 154,245
7620 Buildings	\$ 0	\$ 0	\$ 0
7630 Equipment Items > \$2,500	0	0	0
Total Capital Outlay	\$ 0	\$ 0	\$ 0
Total	\$ 449,888	\$ 431,211	\$ 488,781

Department:
General Government

Division:
Financial Administration

Fund:
General et al

Account No:
001-570-708

Resource Summary	2015	2016	2017
Expenditure Categories	Actual	Budget	Recommend
Personnel Services	\$ 614,359	\$ 629,344	\$ 658,948
Operation and Maintenance	204,564	253,844	256,669
Capital Outlay	15,950	12,000	0
Total	<u>\$ 834,873</u>	<u>\$ 895,188</u>	<u>\$ 915,617</u>
Total Positions	9	9	9

Funding by Source			
General	\$ 265,327	\$ 299,021	\$ 306,422
Income Tax	153,332	156,436	163,837
Water	166,854	173,797	180,823
Sewer	159,402	171,548	177,949
Utility Billing	74,008	82,386	86,586
Capital Projects	0	12,000	0
Total	<u>\$ 818,923</u>	<u>\$ 895,188</u>	<u>\$ 915,617</u>

Program Description:

Financial administration provides various customer services to Kent citizens in addition to operational support services in accounting, budget, data processing, debt management, utility billing, risk management and treasury management functions. This division is responsible for the timely processing of payroll, purchase orders, accounts payable, and utility account records, work orders and invoices. It maintains the records for approximately 6,900 city water, sewer and recycling accounts and storm water. Employees are responsible for collecting all City revenues, updating appropriate data bases, and depositing funds on a timely basis. The Budget and Finance Department prepares a wide range of financial reports throughout the fiscal year, many of which are required by law and have established deadlines for compliance.

Program Comments:

The 2017 recommended operation and maintenance budget reflects an increase of 1.11%, or \$2,825.00, as compared to the 2016 budget.

Department: General Government Division: Financial Administration Fund: General et al Account No: 001-570-708-

Line Description	2015 Actual	2016 Budget	2017 Recommend
7001 Employee - Regular Salaries	\$ 449,887	\$ 448,056	\$ 470,728
7004 Retirement (PERS)	62,503	63,456	65,904
7005 Medicare	5,606	6,572	6,900
7006 Health Insurance	91,350	94,500	97,300
7008 Overtime	1,148	5,000	5,000
7009 Unemployment & Workers' Comp	3,865	8,160	9,516
7250 Auto Allowance	3,600	3,600	3,600
Total Personnel Services	\$ 617,959	\$ 629,344	\$ 658,948
7210 Travel & Training	\$ 786	\$ 4,300	\$ 3,800
7320 Communications/Postage	54,202	64,500	68,500
7330 Rents & Leases	7,778	9,000	9,625
7340 Professional Services	16,619	17,000	17,500
7350 Maintenance of Equipment & Facility	5,011	7,200	7,100
7360 Insurance & Bonding	3,343	4,244	4,244
7370 Printing, Photocopy, Advertising	5,936	6,800	7,000
7390 Misc. Contractual Service	96,220	121,500	119,100
7410 Office Supplies	2,063	4,200	4,000
7420 Operating Materials	7,660	7,000	8,200
7440 Small Tools/Minor Equipment	1,346	3,100	2,600
7520 Liability	0	5,000	5,000
7790 Over/Under	0	0	
Total Operation & Maintenance	\$ 200,964	\$ 253,844	\$ 256,669
7620 Building	\$	\$	\$
7630 Equipment Items > \$2,500	\$	\$ 0	\$ 0
Fin. System Upgrade/Bus. Analytics		12,000	
Total Capital Outlay	\$ 0	\$ 12,000	\$ 0
Total	\$ 818,923	\$ 895,188	\$ 915,617

Department:
General Government

Division: Fund:
Financial Administ General et al

Account No:
001-570-708-

Page 1

Line Description	General	Inc.Tax	Water	Subtotal
7001 Employee - Regular Salaries	\$ 117,682	\$ 117,682	\$ 117,682	\$ 353,046
7004 Retirement (PERS)	16,476	16,476	16,476	49,428
7005 Medicare	1,725	1,725	1,725	5,175
7006 Health Insurance	24,325	24,325	24,325	72,975
7008 Overtime	1,250	1,250	1,250	3,750
7009 Unemployment & Workers' Comp	2,379	2,379	2,379	7,137
7250 Auto Allowance	3,600			3,600
Total Personnel Services	\$ 167,437	\$ 163,837	\$ 163,837	\$ 495,111
7210 Travel & Training	\$ 3,500	\$	\$	\$ 3,500
7320 Communications/Postage	19,500		4,500	24,000
7330 Rents & Leases	900		8,300	9,200
7340 Professional Services	16,000			16,000
7350 Maintenance of Equipment & Facility	5,000			5,000
7360 Insurance & Bonding	3,685		186	3,871
7370 Printing, Photocopy, Advertising	2,600			2,600
7390 Misc. Contractual Service	78,500		4,000	82,500
7410 Office Supplies	2,100			2,100
7420 Operating Materials	5,600			5,600
7440 Small Tools/Minor Equipment	1,600			1,600
7520 Liability				0
7790 Over/Under				0
Total Operation & Maintenance	\$ 138,985	\$ 0	\$ 16,986	\$ 155,971
7620 Buildings	\$	\$	\$	\$ 0
7630 Equipment Items > \$2,500	\$ 0	\$ 0	\$	\$ 0
Fin. System Upgrade/Bus. Analytics				
Total Capital Outlay	\$ 0	\$ 0	\$ 0	\$ 0
Total	\$ 306,422	\$ 163,837	\$ 180,823	\$ 651,082

Department:
General Government

Division: Financial Administ
Fund: General et al

Account No:
001-570-708-

Line Description	Capital Projects	Sewer	Utility Billing	2017 Total
7001 Employee - Regular Salaries	\$	\$ 117,682	\$	\$ 470,728
7004 Retirement (PERS)		16,476		65,904
7005 Medicare		1,725		6,900
7006 Health Insurance		24,325		97,300
7008 Overtime		1,250		5,000
7009 Unemployment & Workers' Comp		2,379		9,516
7250 Auto Allowance				3,600
Total Personnel Services	\$ 0	\$ 163,837	\$ 0	\$ 658,948
7210 Travel & Training	\$	\$	\$ 300	\$ 3,800
7320 Communications/Postage		4,500	40,000	68,500
7330 Rents & Leases		425		9,625
7340 Professional Services			1,500	17,500
7350 Maintenance of Equipment & Facility			2,100	7,100
7360 Insurance & Bonding		187	186	4,244
7370 Printing, Photocopy, Advertising			4,400	7,000
7390 Misc. Contractual Service		4,000	32,600	119,100
7410 Office Supplies			1,900	4,000
7420 Operating Materials			2,600	8,200
7440 Small Tools/Minor Equipment			1,000	2,600
7520 Liability		5,000		5,000
7790 Over/Under				0
Total Operation & Maintenance	\$ 0	\$ 14,112	\$ 86,586	\$ 256,669
7620 Building	\$	\$	\$	0
7630 Equipment Items > \$500	\$	\$	\$ 0	0
Total Capital Outlay	\$ 0	\$ 0	\$ 0	\$ 0
Total	\$ 0	\$ 177,949	\$ 86,586	\$ 915,617

Department:
General Government

Division:
Income Tax Admin.

Fund:
Income Tax

Account No:
116-570-709

Resource Summary	2015	2016	2017
Expenditure Categories	Actual	Budget	Recommend
Personnel Services	\$ 76,240	\$ 78,974	\$ 81,739
Operation and Maintenance	455,854	467,383	486,633
Capital Outlay	0	0	
Total	<u>\$ 532,094</u>	<u>\$ 546,357</u>	<u>\$ 568,372</u>
Total Positions	1	1	1
<hr/>			
Funding by Source			
Income Tax	\$ 532,094	\$ 546,357	\$ 568,372
Total	<u>\$ 532,094</u>	<u>\$ 546,357</u>	<u>\$ 568,372</u>

Program Description:

This division is responsible for the administration and collection of the City of Kent's municipal income tax. The division provides citizens with walk-in and telephone tax related customer services on an as needed basis. It also performs a variety of liaison services between the City's Income Tax contractor, the Regional Income Tax Agency (RITA), and taxpayers. Additionally, the division provides all of the City's internal liaison/support needs involving municipal income taxes including activities such as gathering, monitoring, and coordinating the update of pertinent information regarding sources of income from residents and employers. This division also enforces compliance with ordinances regarding payment of taxes. Approximately 15,000 separate accounts are now maintained on RITA's income tax computer system and are accessed directly by designated personnel within the Budget and Finance Department in the performance of this division's role.

Program Comments:

The 2017 recommended Operation and Maintenance budget reflects a net increase of \$19,250.00, or 4.12% overall as compared to the 2016 budget. This is primarily attributable to volume based fees for income tax collections and related expenses for the City's contracted income tax collection agency, and is therefore more than offset by new revenue.

Department: General Government Division: Income Tax Administration Fund: Income Tax Account No: 116-570-709-

Line Description	2015 Actual	2016 Budget	2017 Recommend
7001 Employee - Regular Salaries	\$ 53,683	\$ 54,872	\$ 56,658
7004 Retirement (PERS)	7,611	7,682	8,087
7005 Medicare	744	812	838
7006 Health Insurance	13,050	13,500	13,900
7008 Overtime	680	1,100	1,100
7009 Unemployment & Workers' Comp	472	1,008	1,156
Total Personnel Services	\$ 76,240	\$ 78,974	\$ 81,739
7210 Travel & Training	\$ 52	\$ 150	\$ 150
7320 Communications/Postage	3,432	3,500	4,000
7330 Rents & Leases		0	
7340 Professional Services	253	19,000	1,000
7350 Maintenance of Equipment & Facility		150	150
7360 Insurance & Bonding		133	133
7370 Printing, Photocopy, Advertising		0	
7390 Misc. Contractual Service	451,553	438,500	475,000
7410 Office Supplies		150	0
7420 Operating Materials	564	500	700
7440 Small Tools/Minor Equipment		300	500
7710 Refunds		0	
7720 Reimbursements		5,000	5,000 *
7790 Over / Under		0	
Total Operation & Maintenance	\$ 455,854	\$ 467,383	\$ 486,633
7630 Equipment Items > \$2,500	\$ 0	\$ 0	\$ 0
Total Capital Outlay	\$ 0	\$ 0	\$ 0
Total	\$ 532,094	\$ 546,357	\$ 568,372

* Field Local School- Land O Lakes

Department:
General Government

Division:
Service Administration

Fund:
General et al

Account No:
001-570-710

Resource Summary Expenditure Categories	2015 Actual	2016 Budget	2017 Recommend
Personnel Services	\$ 341,002	\$ 346,987	\$ 357,562
Operation and Maintenance	814,216	1,114,492	985,092
Capital Outlay	114,022	260,000	165,000
Total	<u>\$ 1,269,240</u>	<u>\$ 1,721,479</u>	<u>\$ 1,507,654</u>
Total Positions	3	4	4

Funding by Source			
General	\$ 580,720	\$ 619,281	\$ 509,954
Water	92,054	95,511	93,324
Sewer	92,055	95,511	93,324
Solid Waste	336,946	571,769	569,357
Storm	113,482	129,407	189,695
Capital Project	53,983	210,000	52,000
Total	<u>\$ 1,269,240</u>	<u>\$ 1,721,479</u>	<u>\$ 1,507,654</u>

Program Description:

Service Administration is responsible for oversight and direction of the Engineering, Central Maintenance, Utilities Production (Water Treatment Plant and Water Reclamation Facility), Storm Water Utility and Solid Waste Divisions. In addition, it is responsible for maintaining the City's buildings, open-land areas and street lighting.

Program Comments:

The 2017 operation and maintenance budget reflects a decrease of \$129,400.00 or 11.61% as compared to the 2016 budget. The overall decrease in this budget cost center compared to 2016 is attributable to a reallocation of utility expenses for City street lights and traffic lights of approximately \$150,000 to the Transportation section of the budget in the SCMR Fund. The Service Administration utilities line now includes funds for all City facilities except the SCMR Street Lights and Traffic Signals, Safety, Parks & Recreation and the City's Water and Sewer Plants. Significant accounting changes were made in this section beginning with 2016 budget which include combining the Operation & Maintenance budgets for Solid Waste and Storm Water Funds that had separate budget sections in previous budget years. Beginning with the 2016 budget, this section has also absorbed the budget for the downtown litter pickup program and trash hauling of the downtown litter receptacles, both of which were budgeted within the Community Support budget section in budget years prior to 2016.

The 2017 recommended capital includes the items that were presented in the five year capital plan plus the annual \$10,000.00 for decorative street light poles.

Department:
General Government

Division:
Service Administration

Fund: Account No:
General et al 001-570-710-

Line Description	2015 Actual	2016 Budget	2017 Recommend
7001 Employee - Regular Salaries	\$ 254,938	\$ 252,290	\$ 259,860
7004 Retirement (PERS)	35,523	36,190	37,224
7005 Medicare	3,761	3,751	3,858
7006 Health Insurance	39,150	40,500	41,700
7008 Overtime	5,435	6,000	6,000
7009 Unemployment & Workers' Comp	2,195	4,656	5,320
7250 Auto Allowance	3,600	3,600	3,600
Total Personnel Services	\$ 344,602	\$ 346,987	\$ 357,562
7210 Travel & Training	\$ 1,394	\$ 4,000	\$ 3,000
7310 Utilities	269,536	255,000	106,000
7320 Communications/Postage	3,898	6,600	5,000
7330 Rents & Leases	0	0	0
7340 Professional Services	37,156	24,800	24,800
7350 Maintenance of Equipment & Facility	15,538	27,200	27,200
7360 Insurance & Bonding	10,026	12,592	12,592
7370 Printing, Photocopy, Advertising	1,156	5,500	5,500
7390 Misc. Contractual Service	458,432	749,500	781,500
7410 Office Supplies	2,207	5,500	4,000
7420 Operating Materials	8,498	19,800	12,000
7440 Small Tools/Minor Equipment	2,775	4,000	3,500
Total Operation & Maintenance	\$ 810,616	\$ 1,114,492	\$ 985,092
7610 Lands	\$	\$ 0	\$
7620 Buildings			
Service Adm Roof Repair		25,000	25,000
7630 Equipment Items > \$2,500	112,815		
Phone & Network(SS-17-01)		75,000	80,000
City Wide Phone Network		150,000	
7640 Misc Roadway Lighting Equipment	1,207	10,000	10,000
7680 Contract			
Storm Water Rate Analysis			50,000
Total Capital Outlay	\$ 114,022	\$ 260,000	\$ 165,000
Total	\$ 1,269,240	\$ 1,721,479	\$ 1,507,654

Department: General Government Division: Service Administration Fund: General et al Account No: 001-570-710-

Line Description	001 General	201 Water	202 Sewer	Solid Waste	Page A Subtotal
7001 Employee - Regular Salaries	\$ 46,776	\$ 53,271	\$ 53,271	\$ 53,271	\$ 206,589
7004 Retirement (PERS)	6,700	7,631	7,631	7,631	29,593
7005 Medicare	694	791	791	791	3,067
7006 Health Insurance	8,340	8,340	8,340	8,340	33,360
7008 Overtime	1,200	1,200	1,200	1,200	4,800
7009 Unemployment & Workers' Comp	956	1,091	1,091	1,091	4,229
7250 Auto Allowance	3,600				3,600
Total Personnel Services	\$ 68,266	\$ 72,324	\$ 72,324	72,324	\$ 285,238
7210 Travel & Training	\$ 1,500	\$	\$	750	\$ 2,250
7310 Utilities	106,000				106,000
7320 Communications/Postage	2,500			1,500	4,000
7330 Rents & Leases	0				0
7340 Professional Services	14,800				14,800
7350 Maintenance of Equipment & Facility	26,600			100	26,700
7360 Insurance & Bonding	7,038			408	7,446
7370 Printing, Photocopy, Advertising	1,500			2,000	3,500
7390 Misc. Contractual Service	272,000			486,500	758,500
7410 Office Supplies	2,600			700	3,300
7420 Operating Materials	5,400			4,200	9,600
7440 Small Tools/Minor Equipment	1,750			875	2,625
Total Operation & Maintenance	\$ 441,688	\$ 0	\$ 0	497,033	\$ 938,721
7610 Lands	\$	\$	\$	\$	0
7620 Buildings					0
Service Admin Roof Repair		5,000	5,000		10,000
7630 Equipment Items > \$2,500					0
Phone & Network(SS-17-01)		16,000	16,000		32,000
City Wide Phone Network					0
7640 Misc Roadway Lighting Equipment					0
7680 Contract					0
Storm Water Rate Analysis					0
Total Capital Outlay	\$ 0	\$ 21,000	\$ 21,000	0	\$ 42,000
Total	\$ 509,954	\$ 93,324	\$ 93,324	569,357	\$ 1,265,959

Department: General Government Division: Service Administration Fund: General et al Account No: 001-570-710-

Line Description	Page A		Storm		Fund 301	2017
	Subtotal		Water		Capital Projects	Total
7001 Employee - Regular Salaries	\$ 206,589	\$	53,271	\$	0	\$ 259,860
7004 Retirement (PERS)	29,593		7,631		0	37,224
7005 Medicare	3,067		791		0	3,858
7006 Health Insurance	33,360		8,340		0	41,700
7008 Overtime	4,800		1,200		0	6,000
7009 Unemployment & Workers' Comp	4,229		1,091		0	5,320
7250 Auto Allowance	3,600					3,600
Total Personnel Services	\$ 285,238	\$	72,324	\$	0	357,562
7210 Travel & Training	\$ 2,250	\$	750	\$		3,000
7310 Utilities	106,000					106,000
7320 Communications/Postage	4,000		1,000			5,000
7330 Rents & Leases	0					0
7340 Professional Services	14,800		10,000			24,800
7350 Maintenance of Equipment & Facility	26,700		500			27,200
7360 Insurance & Bonding	7,446		5,146			12,592
7370 Printing, Photocopy, Advertising	3,500		2,000			5,500
7390 Misc. Contractual Service	758,500		23,000			781,500
7410 Office Supplies	3,300		700			4,000
7420 Operating Materials	9,600		2,400			12,000
7440 Small Tools/Minor Equipment	2,625		875			3,500
Total Operation & Maintenance	\$ 938,721	\$	46,371	\$	0	985,092
7610 Lands	\$	\$		\$		0
7620 Buildings						
Service Admin Roof Repair	10,000		5,000		10,000	25,000
7630 Equipment Items > \$2,500						
Phone & Network(SS-17-01)	32,000		16,000		32,000	80,000
City Wide Phone Network						0
7640 Misc Roadway Lighting Equip	0				10,000	10,000
7680 Contract						
Storm Water Rate Analysis	0		50,000			50,000
Total Capital Outlay	\$ 42,000	\$	71,000	\$	52,000	165,000
Total	\$ 0	\$	189,695	\$	52,000	1,507,654

Department:
General Government

Division:
Engineering

Fund:
General et al

Account No:
001-570-711

Resource Summary Expenditure Categories	2015 Actual	2016 Budget	2017 Recommend
Personnel Services	\$ 773,730	819,468	\$ 861,180
Operation and Maintenance	169,562	157,792	166,442
Capital Outlay	0	50,000	36,000
Total	<u>\$ 943,292</u>	<u>\$ 1,027,260</u>	<u>\$ 1,063,622</u>
Total Positions	7.6	6.6	6.6
<hr/>			
Funding by Source			
General	\$ 310,738	\$ 324,659	\$ 313,737
Water	208,935	238,367	252,295
Sewer	206,307	238,367	252,295
Storm	217,312	225,867	245,295
Total	<u>\$ 943,292</u>	<u>\$ 1,027,260</u>	<u>\$ 1,063,622</u>

Program Description:

The Engineering Division provides engineering information, surveys, design and construction inspection for streets, water, sewers and other public projects. This division's primary function consists of the planning and implementation of the capital facilities program and yearly budget. The Engineering division is also responsible for inspections of private developments occurring with current or future City right-of-way and private property within three feet of a building for sewer and water laterals.

Program Comments:

The 2017 recommended operation and maintenance budget reflects an increase of \$8,650 or 5.5% as compared to the 2016 budget. The increases are predominantly for professional services to support the division while staff is managing significant construction along Summit Street, the New Police Building. This support includes additional inspection services, utilization of our sanitary and water models to evaluate the impacts of proposed developments and televising of storm and sanitary facilities when central maintenance is unable to complete the work due to workloads. The increase in professional services is partially offset by temporary decrease in contractual services that is used to manage our central traffic control system.

Overtime for 2017 is also projected to increase as the staff is working overtime to manage the significant construction along Summit Street, the New Police Building and the significant increases in our annual street and sidewalk programs.

Department: General Government	Division: Engineering	Fund: General et al	Account No: 001-570-711-
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Line Description	2015 Actual	2016 Budget	2017 Recommend
7001 Employee - Regular Salaries	\$ 559,278	\$ 573,864	\$ 595,384
7004 Retirement (PERS)	82,663	86,108	91,056
7005 Medicare	8,516	8,920	9,432
7006 Health Insurance	80,350	94,500	97,300
7008 Overtime	37,845	45,000	55,000
7009 Unemployment & Workers' Comp	5,078	11,076	13,008
Total Personnel Services	\$ 773,730	\$ 819,468	\$ 861,180
7210 Travel & Training	\$ 1,800	\$ 4,000	\$ 3,800
7280 Vehicle Fuel	1,706	2,750	2,600
7320 Communications/Postage	5,427	6,500	7,000
7330 Rents & Leases	0	0	0
7340 Professional Services	127,049	105,000	125,000
7350 Maintenance of Equipment & Facility	4,375	5,000	5,000
7360 Insurance & Bonding	3,252	3,342	3,342
7370 Printing, Photocopy, Advertising	1,537	1,400	1,500
7390 Misc. Contractual Service	19,417	22,500	10,500
7410 Office Supplies	865	1,200	1,100
7420 Operating Materials	3,482	3,100	3,600
7440 Small Tools/Minor Equipment	652	3,000	3,000
Total Operation & Maintenance	\$ 169,562	\$ 157,792	\$ 166,442
7630 Equipment Items > \$2,500	\$ 0	\$ 0	\$ 0
Inspection Veh Replacement		50,000	36,000
Total Capital Outlay	\$ 0	\$ 50,000	\$ 36,000
Total	\$ 943,292	\$ 1,027,260	\$ 1,063,622

Department: General Government Division: Engineering Fund: General et al Account No: 001-570-711-

Line Description	General	Water	Sewer	Storm Water	2017 Total
7001 Employee - Regular Salaries	\$ 148,846	\$ 148,846	\$ 148,846	\$ 148,846	\$ 595,384
7004 Retirement (PERS)	22,764	22,764	22,764	22,764	91,056
7005 Medicare	2,358	2,358	2,358	2,358	9,432
7006 Health Insurance	24,325	24,325	24,325	24,325	97,300
7008 Overtime	13,750	13,750	13,750	13,750	55,000
7009 Unemployment/Workers' Comp	3,252	3,252	3,252	3,252	13,008
					0
Total Personnel Services	\$ 215,295	\$ 215,295	\$ 215,295	\$ 215,295	\$ 861,180
7210 Travel & Training	\$ 3,800	\$	\$	\$	\$ 3,800
7280 Vehicle Fuel	2,600				2,600
7320 Communications/Postage	7,000				7,000
7330 Rents & Leases	0				0
7340 Professional Services	48,000	28,000	28,000	21,000	125,000
7350 Maint.of Equipment & Facility	5,000				5,000
7360 Insurance & Bonding	3,342				3,342
7370 Printing, Photocopy, Advertising	1,500				1,500
7390 Misc. Contractual Service	10,500				10,500
7410 Office Supplies	1,100				1,100
7420 Operating Materials	3,600				3,600
7440 Small Tools/Minor Equipment	3,000				3,000
Total Operation & Maintenance	\$ 89,442	\$ 28,000	\$ 28,000	\$ 21,000	\$ 166,442
Fund 301					
7630 Equipment Items > \$2,500	\$	\$	\$	\$	\$ 0
Inspection Veh Replacement	9,000	9,000	9,000	9,000	36,000
Total Capital Outlay	\$ 9,000	\$ 9,000	\$ 9,000	\$ 9,000	\$ 36,000
Total	\$ 313,737	\$ 252,295	\$ 252,295	\$ 245,295	\$ 1,063,622

Department:
General Government

Division:
Adjunct Facilities

Fund:
General

Account No:
001-570-712

Resource Summary Expenditure Categories	2015 Actual	2016 Budget	2017 Recommend
Personnel Services	\$ 0	\$ 0	\$
Operation and Maintenance	2,929	24,000	23,770
Capital Outlay			
Total	<u>\$ 2,929</u>	<u>\$ 24,000</u>	<u>\$ 23,770</u>
Total Positions	0	0	0
<hr/>			
Funding by Source			
General	\$ 2,929	\$ 24,000	\$ 23,770
Total	<u>\$ 2,929</u>	<u>\$ 24,000</u>	<u>\$ 23,770</u>

Program Description:

This cost center is currently used to track expenditures related to general governmental rental properties and properties being held for redevelopment/resale.

Program Comments:

The 2017 recommended operation and maintenance budget reflects a minimal decrease of \$230.00 as compared to the 2016 budget.

The other amounts budgeted relate to the following properties: the Summit Street Business Development Center and 408 North Mantua (the house next to the West Side Fire Station). In 2009, a millage line was included to facilitate tracking of property taxes related to the City's rentals. The budgeted amount is based upon the current year's property tax bills.

Department:	Division:	Fund:	Account No:
General Government	Adjunct Facilities	General	001-570-712

Line Description	2015 Actual	2016 Budget	2017 Recommend
7310 Utilities	\$ 1,925	\$ 1,000	\$ 770
7340 Professional Services	0	1,000	1,000
7350 Maintenance of Equipment & Facilities	90	5,000	5,000
7390 Misc. Contractual Service	914	1,000	1,000
7490 Mileage (Property Taxes)		16,000	16,000
7710 Refunds			
Total Operation & Maintenance	\$ 2,929	\$ 24,000	\$ 23,770
7630 Equipment Items > \$2,500	\$ 0	\$ 0	0
Total Capital Outlay	\$ 0	\$ 0	0
Total	\$ 2,929	\$ 24,000	\$ 23,770

Department:
General Government

Division:
Miscellaneous & Sundry

Fund:
General

Line Description	2015 Actual	2016 Budget	2017 Recommend
Judgments & Moral Claims	\$ 12,234	\$ 16,000	\$ 15,000
Elections	570	30,000	20,000
County Auditor & Treasurer Fees	35,670	36,500	38,500
Delinquent Land Advertising	38	250	250
Independent Auditor	50,741	55,000	56,000
State Audit Fees			
Standing Rock Cemetery	140,258	145,000	145,000
Property Taxes	23,680	26,000	27,000
Workers' Compensation	5,805	10,500	10,500
Long Distance City (minus utility/parks and rec)	9,527	9,000	2,000
IT support, services, equipment, and repairs (minus utility/parks and rec.)	114,508	95,000	0
Total	\$ 393,031	\$ 423,250	314,250

Department:
General Government

Division:
New City Hall Facility

Fund:
General

Account No:
001-570-727

Resource Summary	2015	2016	2017
Expenditure Categories	Actual	Budget	Recommend
Personnel Services	\$ 0	\$ 0	\$ 0
Operation and Maintenance	46,924	109,880	50,000
Capital Outlay	0	0	
Total	<u>\$ 46,924</u>	<u>\$ 109,880</u>	<u>\$ 50,000</u>
Total Positions	0	0	0
<hr/>			
Funding by Source			
General	\$ 46,924	\$ 109,880	\$ 50,000
Total	<u>\$ 46,924</u>	<u>\$ 109,880</u>	<u>\$ 50,000</u>

Program Description:

In 2015, the City of Kent sold its properties that housed City Administrative Offices on the corner of Depeyster and Summit Streets. This budget cost center has been created to account for the use of proceeds from that sale to pay for relocation of affected offices to temporary locations, required work at the temporary locations to facilitate occupancy/operations, and expenses related to the evaluation and development of solutions for a New City Hall Facility for various City offices/functions.

Program Comments:

The 2017 recommended operation and maintenance budget reflects a continuation of the City's evaluation and development processes to arrive at a definitive planned solution for a New City Hall Facility that is acceptable to City Council, the Kent Community, and City staff alike. It is expected that this budget will be further revised as the process evolves.

Department: Division: Fund: Account No:
 General Government City Mgr-New City Hall Facility General 001-570-727-

Line Description	2015 Actual	2016 Budget	2017 Recommend
7210 Travel & Training	\$	\$	\$
7250 Auto Allowance			
7320 Communications/Postage	309		
7340 Professional Services	43,253	106,630	50,000
7350 Maintenance of Equipment & Facility			
7360 Insurance & Bonding			
7370 Printing, Photocopy, Advertising			
7390 Misc. Contractual Service	854	3,250	
7410 Office Supplies			
7420 Operating Materials	1,719		
7440 Small Tools/Minor Equipment	789		
Total Operation & Ma	\$ 46,924	\$ 109,880	\$ 50,000
7630 Equipment Items > \$2	\$ 0	\$ 0	\$ 0
Total Capital Outlay	\$ 0	\$ 0	\$ 0
Total	\$ 46,924	\$ 109,880	\$ 50,000

General Government	Information Technology	General et al	001-570-728
Resource Summary	2015	2016	2017
Expenditure Categories	Actual	Budget	Recommend
Personnel Services	\$ 0	\$ 0	\$ 103,834
Operation and Maintenance	0	0	125,000
Capital Outlay	0	0	
Total	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 228,834</u>
Total Positions	0	0	1
Funding by Source			
General	\$ 0	\$ 0	\$ 197,682
Water			15,576
Sewer			15,576
Total	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 228,834</u>

Program Description:

In 2016, City Council approved the City Manager's request to create a new IT & Communications Manager position to better serve the technology needs of City operations. This position will replace a significant portion of the budget and IT related activities previously performed by outside contractual agreements. The position reports directly to the City Manager and is responsible for a broad scope of City IT related functions including communications, hardware and software solutions.

Program Comments:

The 2017 recommended operation and maintenance budget reflects an increase of \$125,000.00 or 100.0%, as compared to the 2016 budget as this is a new budget cost center for 2017. However, it should be noted that this replaces the 2016 budgeted amount of \$95,000 for IT support, services, equipment and repairs (less what is attributable to Utilities & Parks and Rec.) that was listed under Miscellaneous & Sundry division. There will be no amount budgeted for that cost center in 2017 and beyond.

Department: Division: Fund: Account No:
 General Government Information Technology General et al 001-570-728

Line Description	Actual	Budget	2017 Recommend
7001 Employee - Regular Salaries	\$	\$	\$ 76,571
7004 Retirement (PERS)			10,720
7005 Medicare			1,111
7006 Health Insurance			13,900
7009 Unemployment & Workers' Comp			1,532
7250 Auto Allowance			0
Total Personnel Services	\$ 0	\$ 0	\$ 103,834
7210 Travel & Training	\$	\$	\$
7320 Communications/Postage			
7340 Professional Services			125,000
7350 Maintenance of Equipment & Facilities			
7360 Insurance & Bonding			0
7370 Printing, Photocopy, Advertising			
7390 Misc. Contractual Service			
7410 Office Supplies			
7420 Operating Materials			
7440 Small Tools/Minor Equipment			
Total Operation & Maintenance	\$ 0	\$ 0	\$ 125,000
7630 Equipment Items > \$2,500	\$	0 \$	0 \$ 0
Total Capital Outlay	\$ 0	\$ 0	\$ 0
Total	\$ 0	\$ 0	\$ 228,834

Department: Division: Fund: Account No:
 General Government Information Technology General et al 001-570-728-

Line Description	General	Water	Sewer	2017 Total
7001 Employee - Regular Salaries	\$ 53,599	\$ 11,486	\$ 11,486	\$ 76,571
7004 Retirement (PERS)	7,504	1,608	1,608	10,720
7005 Medicare	777	167	167	1,111
7006 Health Insurance	9,730	2,085	2,085	13,900
7009 Unemployment & Workers' Comp	1,072	230	230	1,532
				0
Total Personnel Services	\$ 72,682	\$ 15,576	\$ 15,576	\$ 103,834
7210 Travel & Training	\$	\$	\$	0
7320 Communications/Postage				0
7340 Professional Services	125,000			125,000
7350 Maint of Equip & Facility				0
7360 Insurance & Bonding				0
7370 Printing, Photocopy, Advertising				0
7390 Misc. Contractual Service				0
7410 Office Supplies				0
7420 Operating Materials				0
7440 Small Tools/Minor Equipment				0
Total Operation & Maintenance	\$ 125,000	\$ 0	\$ 0	\$ 125,000
7630 Equipment Items > \$2,500	\$ 0	\$ 0	\$ 0	0
Total Capital Outlay	\$ 0	\$ 0	\$ 0	\$ 0
Total	\$ 197,682	\$ 15,576	\$ 15,576	\$ 228,834